

54337 Program Aides

(a)

Program aides may be full-time or part-time employees. Aides shall evidence capacity for learning, the ability to comprehend the use of written and spoken English and shall have personal qualities conducive to good interpersonal relationships with demonstrated competence in helping others.

(b)

Program aides, under the supervision of the program director or of members of the multidisciplinary assessment team, shall perform assigned tasks involving: (1) Support of major group activity and recreational programs. (2) Transportation of participants to and from the adult day health center. (3) Arranging for appointments for participants outside the center. (4) Assistance in personal care under nursing supervision.

(1)

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(c)

Program aides may be part-time or full-time volunteers serving without compensation. Volunteer participation shall be encouraged. Volunteer staff shall not be considered in the basic staff ratio. Regular individual hours of service shall be scheduled to the mutual satisfaction of volunteers and staff. Volunteers shall be responsible to the program director or a delegated staff member.

(d)

The duties of volunteers shall be mutually determined by volunteers and staff and shall either supplement staff in established activities or by providing additional services to the program for which the volunteer has special talents, such as but not limited to: (1) Art. (2) Music. (3) Flower arrangements. (4) Foreign language. (5) Creative skills or crafts.

(1)

Art.

(2)

Music.

(3)

Flower arrangements.

(4)

Foreign language.

(5)

Creative skills or crafts.